

**SURRY COUNTY PUBLIC SCHOOLS  
HEAD CUSTODIAN  
JOB DESCRIPTION**

Job Title: Head Custodian  
Salary Index: .62  
Reports to: Principal/Assistant Principal  
FLSA Status: Non-Exempt

**SUMMARY**

Plans and monitors the work of custodians and performs custodial tasks to maintain the school plants in a clean and orderly condition. The work involves maintaining building security and being on call to respond to break-ins and emergencies.

**ESSENTIAL DUTIES and RESPONSIBILITIES include the following.** Other duties may be assigned.

- Inspects and arms buildings daily.
- Collaborates with building administrators to plan, organize, and assign custodial duties.
- Perform all tasks of a custodial nature including emptying trash and garbage containers, cleaning sinks and toilets, replenishing paper supplies as needed, cleaning lint, dust and dirt from table tops and other furniture, and maintaining floors.
- Checks with building administrators periodically, to see if there are special requests or concerns pertaining to the cleaning of the building.
- Checks supplies and advises administrators of school needs.
- Orders, receives, and stores custodial supplies.
- Checks each building for supplies needed every Monday.
- Trains all new custodians and follows-up on all previous custodians trained.
- Ensures that safety data sheets are in designated places in case of an emergency.
- Ensures that custodians wear the proper safety articles when cleaning certain areas of buildings.
- Supervises the mixing of liquid solutions.
- Coordinates the three schools policing (paper pick-up) on the banks of the road from the school sign on New Design Road to pass L.P. Jackson Middle School on Hollybush Road.
- Inspects outside grounds for trash and debris at all three schools.
- Prepares schools for special meetings and after school events.
- Maintains the gas burnishers.
- Interviews and maintains a list of substitute custodians.
- Provides input for evaluation of custodial staff to school administration.
- Performs other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

Monitors the activities of the night custodial staff.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.

## **LANGUAGE Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

None

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 75 pounds. Specific vision abilities required by this job include distance vision, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather

conditions. The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and vibration. The noise level in the work environment is usually quiet.

